Coordinator, Student Transitions and Engagement

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Professional and Managerial Group

Coordinator, Student Transitions and Engagement

Student Experience

Hiring #: 2021-0556

Please read the Application Instructions before applying

The department of Student Experience is committed to supporting all students at the University of Guelph. Student Experience houses many specialized supports for students identifying as First Nations, Métis, Inuit, Black, racialized, people of colour, members of the LGBTQ2IA+ community, and members of various cultural, international, religious, and spiritual communities. We encourage applications from members of these communities in order to accurately represent our student population and to contribute to the diversity of thought, approach, and practice in supporting students within the department.

The Student Engagement and Leadership unit requires an experienced professional in the role of Coordinator, Student Transitions and Engagement, to support the orientation, transition, and retention of identified student populations through pre-arrival, orientation, early intervention, transition, and retention programming. This work involves designing, implementing, and assessing events, presentations, workshops, mentorship initiatives, and population-specific programming, both in-person and online.

The incumbent liaises regularly with individuals and groups across campus to develop a programming infrastructure to support the transition, persistence, and development of identified student populations, including new students, transfer students, and students at-risk of not completing their degree.

The Coordinator designs, oversees, and assesses student-to-student mentorship opportunities to support student transition. This involves recruiting, hiring, training, and supervising a team of approximately 20-35 student staff during the academic year who provide one-to-one and group support to students at-risk of not completing their degree through weekly, bi-weekly, or monthly engagement sessions.

In collaboration with other Coordinators in the department, the incumbent will recruit, hire, and train 4-5 full-time summer student staff who plan and support pre-arrival and transition programs.

They represent the department at a range of institutional events, meetings, and programs, and contribute to the strategic direction and day-to-day operations of a variety of areas within the Student Engagement and Leadership team.

The Coordinator participates in the development and implementation of action plans and associated budgets for the unit, including annual budgeting and forecasting processes.

To be successful in this role, the incumbent is required to have:

- A degree in social sciences, social work, higher education, or another related field, coupled with a minimum of three (3) years of progressive experience working in community development and/or higher education.
- Experience in program design, learning outcome development, and assessment.
- Experience in devising strategies to support retention in a community.
- Experience in supervision of student staff.
- Experience with designing, implementing, and evaluating training programs for student staff.
- Skills to effectively communicate with students who may be distressed or emotionally distraught, or who may face other difficulties.
- Ability to collaborate amongst diverse groups.
- Excellent interpersonal and communication skills, including a high level of judgment and diplomacy.
- Skills to present in front of large groups in-person and online (e.g. 400+ people).
- A strong aptitude in written, verbal, and non-verbal communication.
- Intermediate level Microsoft365, including MS Word, Excel and PowerPoint.

This appointment is regularly performed on-campus but will be initially fulfilled both remotely (off-campus) and on-campus until the University resumes its regular operations.

Position Number         530-018  
Classification               P03*  

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 11 01  
Closing Date: 2021 11 15  

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